

**Guru Nanak Dev University, Amritsar**

Tender Notice Reference No. GNDU/Gen/05/2025

The Department of G.N.D.U. Amritsar invites online bids for the following :

Sr.No.	Item	Quantity
1	Allotment of Shop no 5 (near Punjab & Sind Bank)	1

Closing date & time 23/04/2025 at 5:00 p.m.

For details log onto www.eproc.Punjab.gov.in

**Note :** Any corrigendum(s) to the Tender Notice shall be published on the above website only.

**GURU NANAK DEV UNIVERSITY, AMRITSAR**

**E-TENDER NOTICE**

Online tender notice for allotment of **Shop no 5 (Near Punjab & Sind Bank)** is invited from eligible/reputed vendors/contractors/proprietors/individuals:-

<b>E-tender No</b>	<b>Name of the Work</b>	<b>Earnest Money (EMD)</b>	<b>Processing Fee</b>	<b>Cost of Tender Form</b>
GNDU/Gen/05/2025	<b>Allotment of Shop no 5 Near Punjab &amp; Sind Bank</b>	Rs. 10,000	Rs. 590/-	Rs. 2000/-

**Schedule for Allotment of Tenders:**

<b>Availability of Tenders online for Bidding</b>	<b>Last date of Submission for online Bids</b>	<b>Processing Fee/EMD (To be paid online only)</b>	<b>Date of Opening</b>	
			<b>Technical Bid</b>	<b>Financial/Price Bid*</b>
<b>03-04-2025</b>	<b>23-04-2025</b>	<b>23-04-2025</b>	<b>25-04-2025</b>	<b>To be intimated later on</b>

**Terms & Conditions and Technical Specifications for Allotment of Shops**

1. GNDU, Amritsar intends to enter into contract for allotment of Shop in its premises.
2. Interested vendors/contractors/proprietorships/individuals with same kind of objective can submit bid duly completed in two bid system i.e. Technical Bid and Financial Bid. Technical Bid (As per form T Sr No. 1 to 6) (Annexure A to C) and Financial Bid online only. (Annexure D)
3. Financial Bids of only those bidders will be opened whose technical bids qualify the Technical bid eligibility criteria and are found suitable.
4. Tender fee and Earnest money will be accepted online only as per the provision made on the tender website [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in). Bank guarantee for EMD will not be accepted. Online submission of EMD is mandatory.
5. **All the pages of the Technical Bid must be signed by the authorized signatory and sealed documents (hard copy) as mentioned must be submitted to the Assistant Registrar (General), Guru Nanak Dev University, Amritsar by Registered Post/Courier/By-Hand before or up to 24-04-2025 of submission of tender.**
6. The Bidder should apply separately for multiple applications.
7. **The Bidder can apply for one or more units. But only a one unit of Shop will be allotted to vendors/contractors/proprietors/individuals/firm's name**

8. The Tender is liable to be rejected in case appropriate Tender Fee/Earnest Money is not received.
9. The bidder has to quote unit price in the financial bid.
10. The term for allotment of Shop shall be initially for 1 year and likely to be extendable for four years subject to the satisfactory performance.
11. In case the highest bidder commits mistakes or fails to comply with the terms and conditions, the matter will be considered by committee constituted by the competent authority for appropriate action viz forfeiting of EMD, Blacklisting the firm or any other action deemed fit by the committee and the decision of committee will be binding on the H-1 firm.
12. Bidder should attach the Index/checklist in front page.
13. Technical & financial bids will be opened by the Committee after the closing date. The Tenderers will be invited for presentation and clarifications if needed. Technical & Financial bids of the Tenderers complying with the prescribed Technical & Financial bids specifications, will be opened by the Committee. Tenderers or their authorized agents may be present if they so desire during opening of the Tenders.
14. Documents specified in Technical bid including payment details of EMD and Form fee, PAN No., GST number, technical details as per specification given in tender should be duly signed by the tenderer.
15. Technical specifications compliance certificate must be submitted along with the technical bid.
16. Undertaking on Letter-Head (Must be attached with Technical Bid) to the effect that the firm or bidder is neither black listed nor involved in any such case by any Government Department and also nor any criminal case is registered against the firm/bidder.
17. Any deviation from Technical Specification is not allowed and leads rejection of bid. Firms should supply same mentioned in Technical specifications is mandatory.
18. The University reserves the rights to cancel the allotment. If it is found at any later stage, accept/reject any or all the tenders without assigning any reasons thereof and if all tenders as whole or part without assigning any reason.
19. In case of any dispute arising regarding this, the Vice-Chancellor, Guru Nanak Dev University, Amritsar would act as an Arbitrator and his decision shall be final and binding upon both the parties. Any legal dispute shall be confined to the court of Amritsar Jurisdiction.
20. Bidders must submit details of their address, telephone numbers (Landline and mobile), email Id, etc. along with document (Annexure A)
21. Any corrigendum related to tender will be uploaded only on University website [www.gndu.ac.in](http://www.gndu.ac.in) and e-tender website [www.eproc.punjab.gov.in](http://www.eproc.punjab.gov.in) and no separate information will be published on newspaper. Bidders are required to visit the University website regularly.
22. The EMD will be returned to unsuccessful Bidders only after the tender is finalized. EMD of successful Bidder will be adjusted as security amount.
23. In case the Bidder fails to comply with term & conditions, the necessary action for penalty and blacklisting the firm also be taken.

24. Bidders are requested to submit the tenders well in time. The University shall not be responsible for any failure of Network or any other reason for non-submission of tenders.
25. Financial bid should be submitted online only in specified Format. Uploading of Financial bid as scanned copy along with technical bid or any disclosure will leads to rejection of tender.
26. The bids shall be valid for a period of 90 days as indicated in "Notice inviting Tender" after the date of opening of the tender.
27. The firm shall not assign or sublet the Shop or any part of it to any other person or party.
28. The bidder will sign the Affidavit with the University after getting the Allotment Letter (Annexure C).
29. The Committee reserves the right to cancel any item or whole tender without assigning any reason therefor and without being answerable to the tender in any manner whatever. The decision of the university in this regard shall be final and binding.

### **Other Terms and Conditions**

The security amount equivalent to 3 months of rent (quoted by the bidder) should be deposited by the successful bidder after the allotment in the form of Demand Draft in the favor of **Registrar, Guru Nanak Dev University, Amritsar**. In case of unsuccessful bidders, the Earnest Money Deposit will be returned without any interest. The Earnest money of successful bidder will be adjusted into Security amount which is refundable (non-interest) after completion of contract after handing over the possession of the Shop peacefully and settlement of all the dues.

1. The, contract would be for duration of 5 Years (but initially for 1 year) renewable/extendable for further four year on the basis of satisfactory work/performance after completing ever year. The license fees (GST, water charges, electricity charges, and all applicable taxes extra) shall be enhanced @ 5% every year. Renewable of agreement shall be the discretion of the university by raising the license fees as applicable at the time of renewal.
2. The Shop will be allocated on the basis of maximum rent quoted by the eligible bidder.
3. After allotment of the Shop it must be operationalized by the vendor/bidder.
4. The successful vendor will take all necessary / mandatory clearances, permits etc, which are required for commercial the Shops, so that all such conditions have been satisfied, and such clearances, permits etc, are in full force and effect.
5. The rent would be payable quarterly (in advance) before starting the next quarter.
6. In the event of rent being not paid by the due date along with GST, electricity, and water charges, the Contractor shall be liable to pay penalty @ 10% of the amount remaining unpaid up to the 15<sup>th</sup> day of running month. In case he fails to deposit rent even after 15<sup>th</sup> day of running month, the Shop will be locked by the university and security will be forfeited.
7. The Contractor shall submit an affidavit within 15 days of the acceptance of the allotment letter on a stamp paper (non-judicial) of Rs. 100/-.

8. The Contractor will pay necessary rent/charges/taxes (as applicable) according to the university or any other authority for running the Shops directly to the university.
9. The contractor shall pay Electricity Charges to the university on the basis of meter reading. Expenditure for installation of Sub meter will be borne by the vender.
10. The contractor shall pay water consumption charges @ 500/- per month (fixed). If applicable
11. If the Contractor wants to discontinue the license, he/she shall have to give a two months' notice with enough justified reasons acceptable to the Registrar, In case he quits without the required notice then his security will be forfeited. He/she will still have to return the location in good condition.
12. All or any of the power and rights exercisable by the GNDU, Amritsar in respect of tender shall be exercised by the Registrar, GNDU, Amritsar and the contractor shall not have objection whatsoever in respect thereof.
13. No additional space shall be allowed and contractor keeps their goods inside the Shops and there will be no encroachment/additions and alternation in any manner whatsoever.
14. The Shop shall be subject to inspection (as per specified inspection Performa) at any time without any notice to the contractor by the Registrar or any other authority authorized by him.
15. The sale of Narcotics is strictly prohibited in shop. Further, smoking and consumption of alcohol/intoxicants/non-veg in the premises is strictly prohibited.
16. Addition or alteration/ modification of anything in physical structure of the space provided are not permissible in any manner without valid written order from the Registrar.
17. Subletting of any kind in any form is not permissible. If found so, action will be taken, as deemed fit and proper.
18. The Contractor is not allowed to award, allot sell or mortgage the license to any other person in any manner whatsoever.
19. Any damage to University Property during the contract period will have to be borne by the Contractor.
20. Every medically fit employee so engaged by the contractor shall wear a badge of wearing his/her name while on duty. The said Uniform and badge shall be provided by the bidder at this own cost.
21. During the course of contract, if any of bidder's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the GNDU, the institute shall be entitled to terminate the contract immediately.
22. The Contractor will have right to carry his canteen material or his own furniture when the contract is over but subject to obtain NOC.

## GURU NANAK DEV UNIVERSITY, AMRITSAR

(Technical Bid for Allotment Shop no 5 Near Punjab & Sind Bank at university campus Amritsar)

Sr.no	Technical Bid
1	Name
2	Address
3	Legal status(vendors/contractors/proprietors/individuais)
4	Statutory details (PAN No, Adhaar No
5	Amount of Earnest money deposited
6	Minimum 3 years' experience from any Govt. / private institution and organization (Attach Documentary proofs).

**CHECKLIST**

The bidder must ensure enclosures of the following with the tender to avoid disqualification during technical bid.

**(A) (FORM – T): Technical Bid**

Sr. No.	Particulars	Mark as Annexure No.
1.	<p><b>i).Earnest money and (ii) Cost of tender form is to be deposited online as under:</b>  <u>Account Detail</u>  <b>Department name</b>           Guru Nanak Dev University, Amritsar  <b>Region</b>                           For all region  <b>Account named on</b>           Registrar, Guru Nanak Dev University,  <b>Account No.</b>                   50100113094098  <b>Bank Name</b>                   HDFC Bank  <b>Address of the Bank</b>       Kabir Park, Amritsar  <b>IFSC Code</b>                   HDFC0000476</p> <p><b>(iii). Processing Fee to be Paid online only to ITI Ltd</b></p>	
2.	Documents specified in Technical bid including payment details of EMD and Form fee, <b>should be scanned and uploaded compulsory as PDF file</b> within the period of submission of technical bid alongwith above mentioned documents (Documents of Technical Bid)	
3.	Hard copy of Technical Bid to be submitted in the office of Assistant Registrar (General), Guru Nanak Dev University, Amritsar by Registered Post/Courier/By-Hand before or upto 24-04-2025 of submission of tender.	
4.	Firm's details regarding GST(if any), Email id, PAN, Address, Contact no. etc.	Annexure –A

5.	Undertaking by the Firm regarding providing True Documents and gone through the terms and conditions of the tender document as well as not blacklisted.	Annexure –B
6.	The bidder/contractor/individuals, will sign the term and conditions with the University after getting the allotment letter.	Annexure –C

**(B)**

<b>1.</b>	<b>Financial BID</b> Financial bid should be submitted online only in specified format, Uploading of financial bid as scanned copy along with technical bid or any disclosure will leads to rejection of tender.	<b>Annexure –D</b>
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